

## EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance, Planning and Economic Development)

### VACANCIES

The Employees' Trust Fund Board formed by Parliament Act No. 46 of 1980 and functions under the Ministry of Finance, Planning and Economic Development provides social security for members. It is the second largest superannuation fund in the country. The fund base is over Rs. 500 Billion and has 19 Regional Offices island wide. At present the contributing membership of the fund is approximately 2.8 million and covers 83,000 employers.

The Board wishes to recruit qualified and dynamic professionals who are citizens of the Sri Lanka to fill the following vacancies.

01.

Designation	Qualifications & Experience
<b>Deputy General Manager (Collection and Employer Relations) - (HM 1-3)</b>  (1 vacancy)	<b>External Candidates : 1 or 2 below</b>  1. A Bachelor's degree in Business Management/ B.Com/ Public Administration/ Business Administration/ Human Resources or any other Degree in a relevant field which is recognized by the U.G.C.  <b>WITH</b> A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.  <b>AND</b> A minimum of 15 years' experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Private Institution.  2. Full membership of a recognized professional Chartered Institution in the relevant field to the post.  <b>AND</b> A minimum of 15 years' experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Private Institution.  <b>Internal Candidates : 1 or 2 below</b>  1. Having obtained the qualifications required by the external candidates above.  2. Completion of minimum of two (02) years satisfactory service in a post in the Assistant General Manager (HM 1-1) in the subject area relevant to the post

**Salary Scale**

**HM 1 - 3** - Rs. 152,500/- + 4,100 x 15 = Rs. 214,000/-

*(w.e.f. 01.01.2027)*

*(Initial Salary Point - Rs. 113,556/-)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**Other**

A vehicle with a driver and fuel allowance or vehicle allowance and fuel allowance to use own vehicle, as per public enterprises circulars would be provided.

02.

<b>Designation</b>	<b>Qualifications</b>
<b>Assistant Administrative Officer (Administration &amp; Human Resources) – (MA - 4)</b>  <i>(1 vacancy)</i>	<b>External</b> A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree in relevant field which is recognized by the UGC.  <b>Internal : (1 or 2 below)</b> 1. Having obtained the qualifications required by the external candidates.  2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological (MA1-2) category in the subject area relevant to the post.

**Salary Scale**

**MA - 4** - Rs. 64,320/- + (1,360/-x10) + (1,670/-x15) + (2,040/-x5) =113,170/-

*(w.e.f. 01.01.2027)*

*(Initial Salary Point is Rs.52,875/-)*

**Age Limit**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Selection Criteria** : Structural Interview

**Other Benefit for the above posts**

According to the circulars,

- Loan Facilities
- Annual bonus subject to Treasury approval
- Medical Insurance

The selected candidates are entitled to the Government approved cost of living allowance and other fringe benefits enjoyed by state organizations of similar status.

Attached application containing brief Bio-Data with copies of the Certificates and names and contact details of two non-related referees should be sent under registered cover marking the post on the top left hand corner of the envelope to reach the undersigned on or before **21.10.2025** Applications from employees in Govt. Departments, Corporations, and Boards etc. should be forwarded through the Heads of such institutions, indicating whether the applicant can be released if selected.

**Incomplete or ineligible applications will be rejected without further notice.**



**Chairman/CEO  
Employees' Trust Fund Board  
P.O. Box. 807, 'Mehewara Piyasa'  
Narahenpita, Colombo 5.**